



# The Michigan Electronic Grants System (MEGS)

Welcomes

Head Start Agencies



Last Updated: March 11, 2002

# Table of Contents

Table of Contents	2	How Do I Access MEGS?	19
What is MEGS?	3	Bookmarks in Internet Explorer	20
Head Start Cover Page	4	Bookmarks in Netscape	21
Computer/Software Requirements	5-11	Logging into MEGS	22
What is Needed to Use MEGS?	5	Avoid Back & Forward Buttons	23
Quick Facts About MEGS	6	Authorized Officials: Getting Started	24
What is an Internet Browser?	7	Editing Contact Information	25
What is JavaScript?	8-9	Head Start Verification Data	26-28
What are Session Cookies?	10-11	Main Menu	26
Printing Screens	12	Header Toolbar	27
E-mail Addresses	13	Entering Data and Error Checking	28
MEIS	14-17	Questions?	29
MEGS Security Authorization	18		

# What is MEGS?

## The Michigan Electronic Grants System

- The Michigan Department of Education (MDE) is utilizing MEGS to allow agencies to apply for grants on-line using the Internet.
- We anticipate that all MDE grants will eventually use this system.
- Grant reporting will soon be available through MEGS.

MEGS is a "work in progress." Pages/screens are frequently changing. Please keep this in mind when using this Powerpoint file. Thank you.



# Head Start Verification/Collaboration for the Michigan School Readiness Program

Available on-line March 2002



# What is Needed to Use MEGS?

## (Computer/Software Requirements)

1. An Internet Connection
2. Web Browser  
(IE/Netscape 4.0+)
3. JavaScript and Session  
Cookies enabled for the Web  
Browser
4. Adobe Acrobat Reader 4.0+
5. An E-mail Address
6. A Valid MEIS Account



### MEGS: Michigan Electronic Grants System

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.
- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.
- Automatically reviewing applications to reduce the number of initial application errors.
- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.
- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

[Login to MEGS](#)



Michigan Department of Education  
608 West Allegan Street  
Hannah Building  
Lansing, MI 48933  
(517) 373-3324

# Quick Facts About MEGS

1. Users must have access to a working Internet connection.
2. MEGS can be accessed from multiple machines.
3. MEGS itself does not impose any hardware requirements on its users; however, you do need a computer with enough hard drive space to have a web browser and Adobe Acrobat Reader installed.
4. MEGS is accessible through a common Web browser.
5. MEGS is located at <http://meis.mde.state.mi.us/megs/>

## Internet connection

- Modem (telephone lines) will be sufficient.
- DSL or cable modems are faster.
- The faster the connection, the faster it is to use MEGS.

# What is an Internet Browser and Which Ones Can Be Used?

An Internet Browser is computer software used to browse (view) the World Wide Web.

MEGS supports Internet Explorer (IE) or Netscape versions 4.0 or higher. IE is the “preferred” (not required) browser.

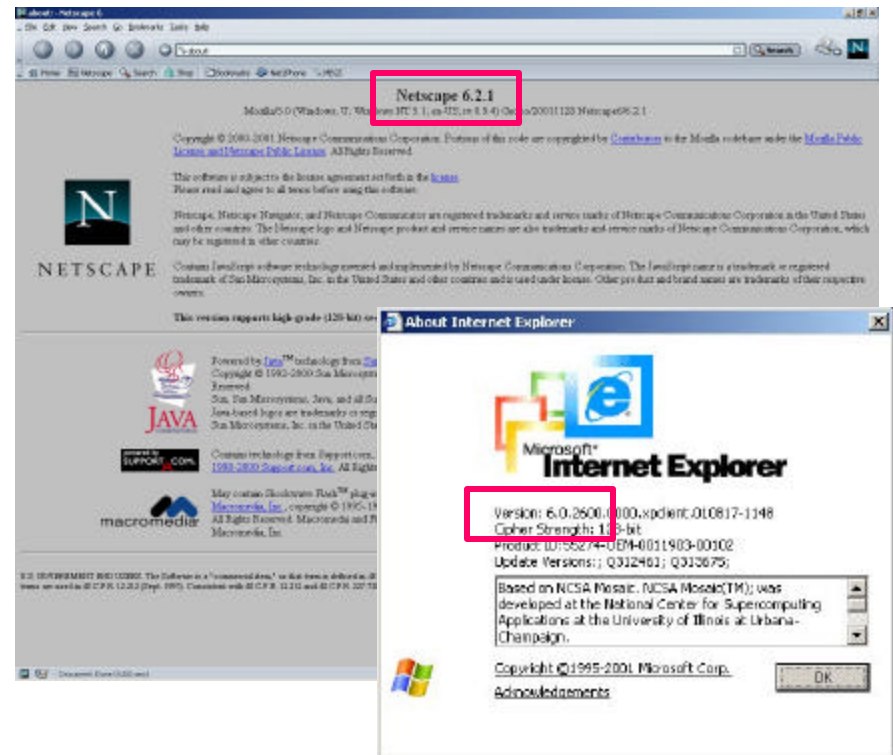
To check the version number of your current browser: Have the browser open, click **‘Help,’** then click **‘About Internet Explorer’** or **‘About Netscape.’**

If the version you have is below 4.0, you can download the latest version by going to one of the two links below:

<http://www.microsoft.com/windows/ie/default.asp>

<http://home.netscape.com/download/>

Browsers are free software. They can however, take a great deal of time to download and install. Each of the above web sites provides you with information on how to order a CD with the updated browser installation program. The CD will not arrive in time to benefit you for this year but would benefit you in future interaction with MEGS.



# What is JavaScript ?

JavaScript is a programming language that is used on websites to increase functionality. In MEGS, JavaScript is used for a variety of features including the automatic correction of user-entered data.

## To confirm that JavaScript is enabled on Internet Explorer:

Click '**Tools**' on Toolbar.

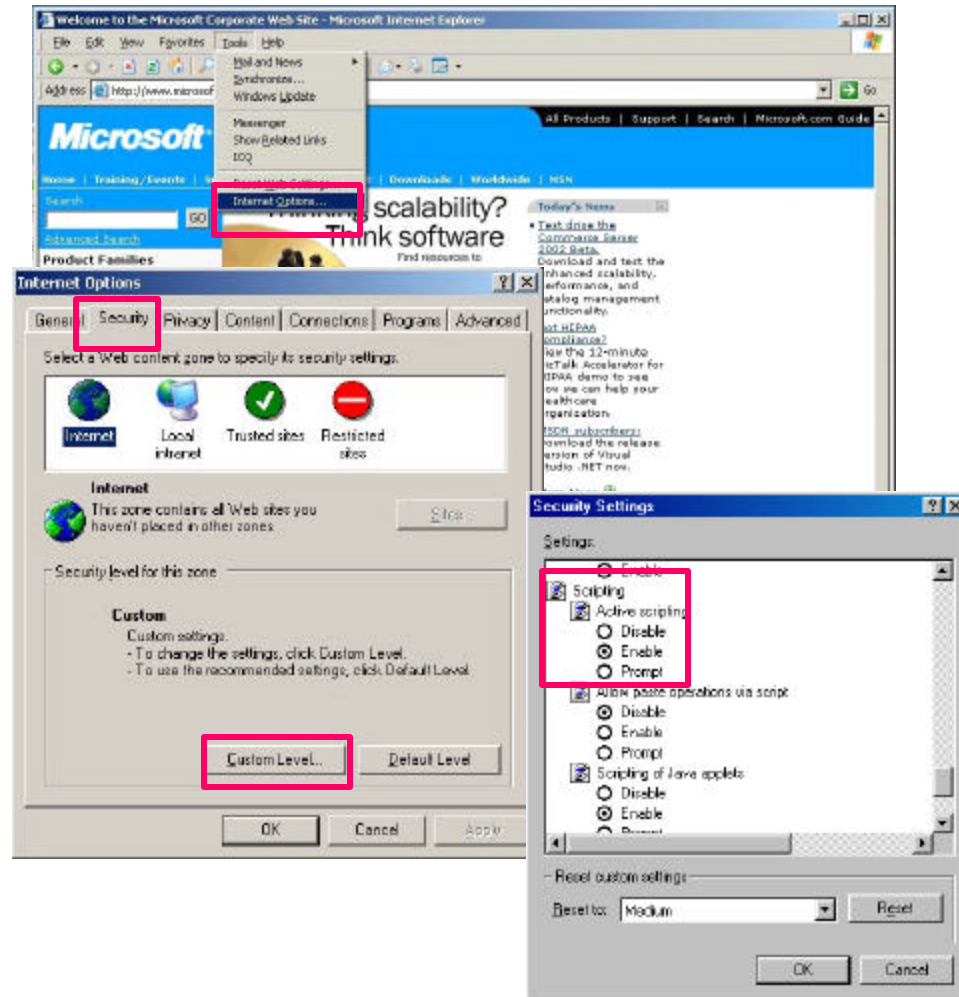
Click '**Internet Options.**'

Click the '**Security**' tab (in some versions of Internet Explorer you will find it under Privacy).

Click '**Custom Level.**'

Scroll down to '**Scripting,**' '**Active Scripting,**' make sure that '**Enable**' is selected.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.





# What is JavaScript? (continued)

JavaScript is also used in MEGS to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

**To confirm that JavaScript is enabled in Netscape** (in some versions of Netscape these instructions could vary slightly):

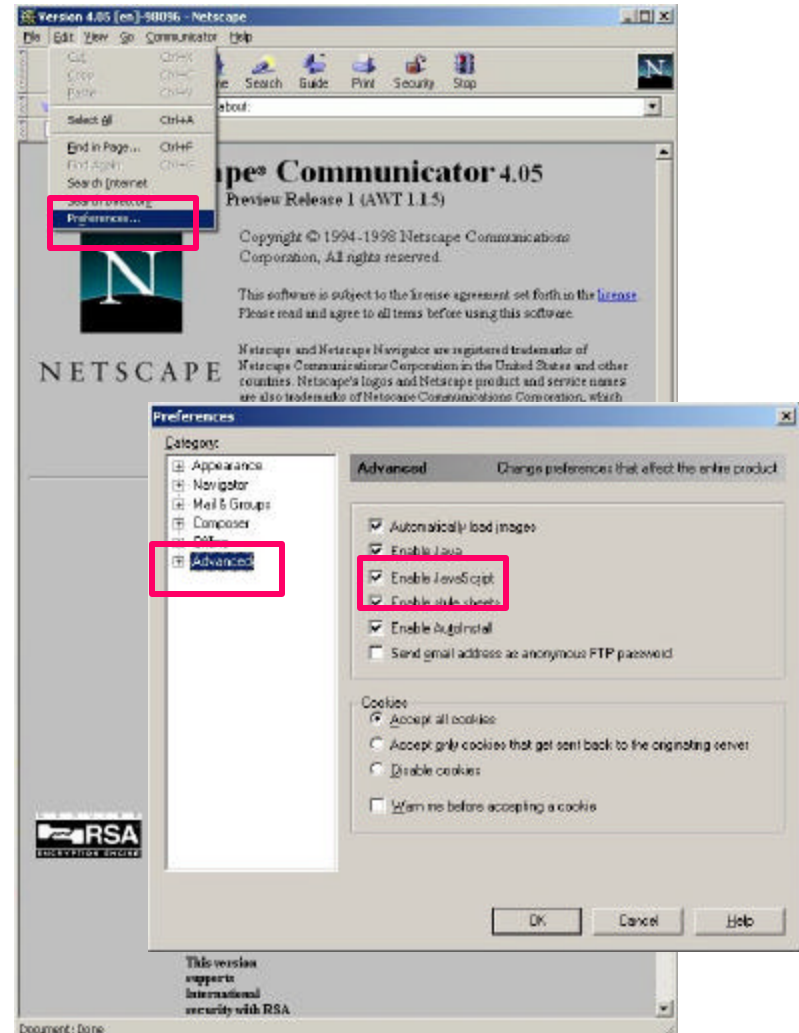
Click **'Edit.'**

Click **'Preferences.'**

Click **'Advanced.'**

Be sure that **'Enable JavaScript'** is checked.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.



# What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

MEGS uses session cookies.

**To confirm that session cookies are allowed in Internet Explorer** (in some versions of Internet Explorer these instructions could vary slightly):

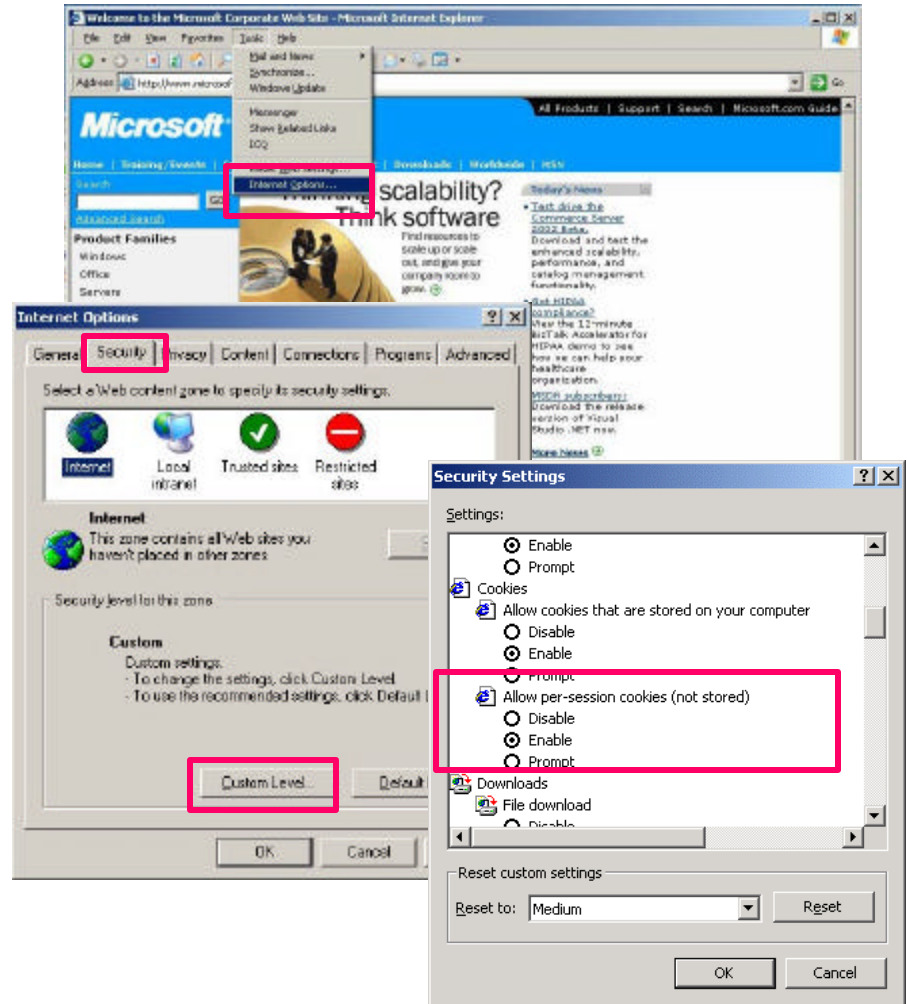
Click **'Tools.'**

Click **'Internet Options.'**

Click the **'Security'** tab.

Click **'Custom Level.'**

Under **'Cookie,'** **'Allow per-session cookies'** (not stored). Make sure that **'Enable'** is selected.



# What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of cookies which are often used for marketing purposes, the session cookies used by MEGS do not warrant any sort of concern.

No sensitive data is stored within these cookies and once you logoff MEGS or close your browser, each session cookie is automatically removed.

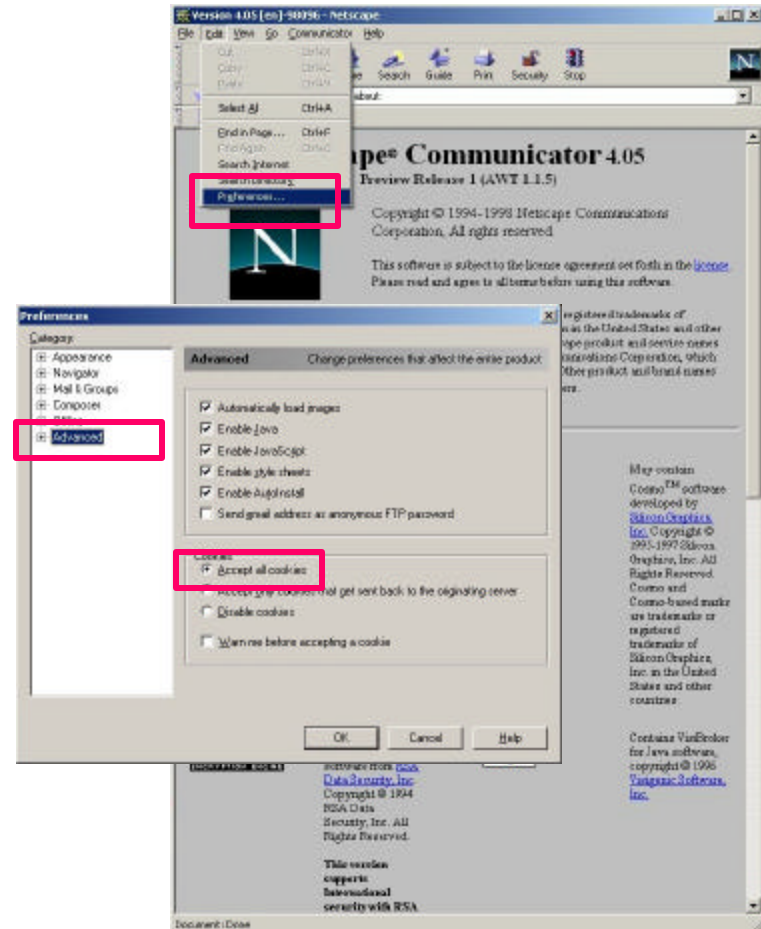
## To confirm that session cookies are allowed in Netscape:

Click **'Edit.'**

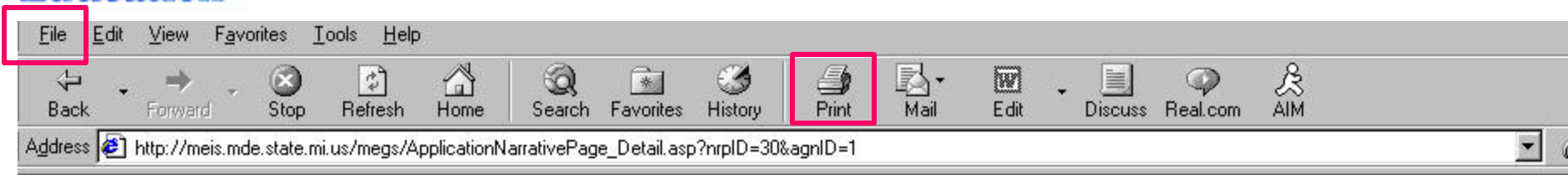
Click **'Preferences.'**

Click **'Advanced'** (in newer versions of Netscape you will find it under Privacy and Security).

Under **'Cookies'** be sure that **'Accept all Cookies'** (or **'Enable all cookies'**) is selected.



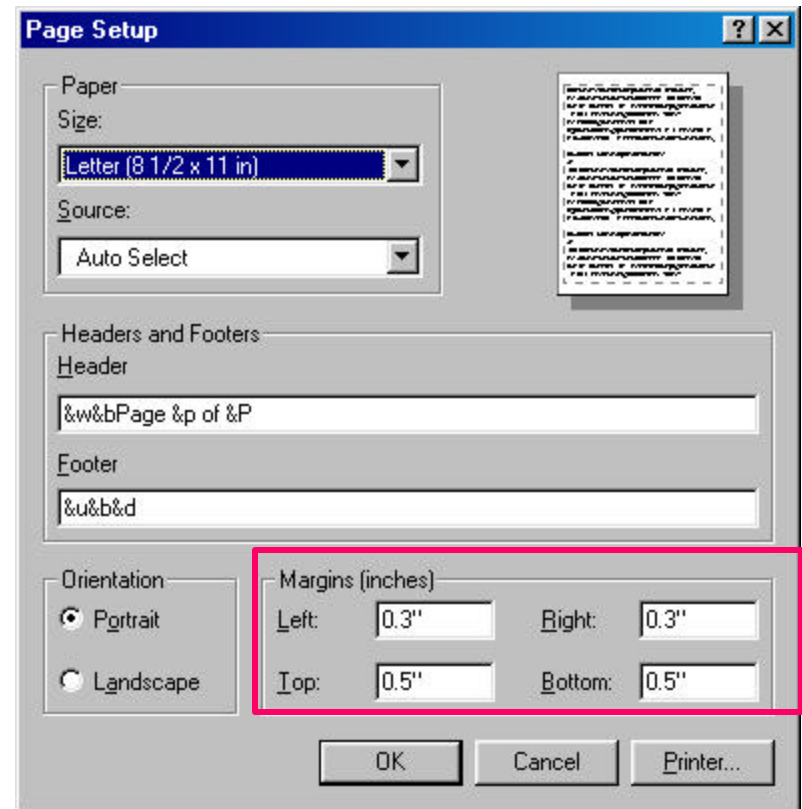
# Printing Screens



1. You can print any single page in your browser by clicking the printer icon on your browser's toolbar.
2. If the printed page cuts off on the right or left sides, you need to change your print margins.

## Changing Print Margins in Internet Explorer

1. Click '**File**,' then click '**Page Setup**.'
2. Type in a new left and right margin (try .3). Some printers will not allow you to enter a number lower than they have the capability of printing. If this happens, you may not be able to adjust this number to a setting that will fully print your page.
3. Type in a new top and bottom margin (try .5).
4. Click '**OK**.'



# E-mail Addresses

*Skip this page if you already have your own e-mail address.*

## **MEGS and E-mail Addresses:**

- You need your own e-mail address for use in MEGS.
- An e-mail address allows you to send electronic messages over the Internet to others with e-mail addresses. It also allows anyone with an e-mail address to send messages to you.
- Under certain circumstances you will receive an e-mail message confirming receipt of information you have provided to MEGS. MEGS may also send you e-mail messages with information regarding your grant program.

## **To obtain an e-mail address:**

- Numerous websites offer free e-mail addresses. Contact any one of these websites, and follow their directions to obtain a free e-mail address.
- If you are unsure of what website to check, following are a few that offer free e-mail:

<http://www.yahoo.com/>  
<http://www.hotmail.com/>  
<http://www.excite.com/>





# What is MEIS and How Can an Account Be Obtained?

MEIS is the Michigan Education Information System. This one system is used for the management of a variety of MDE applications.

**Important:** In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. Anyone who uses MEGS should have his/her own MEIS account. It is easy to obtain a MEIS account. Simply follow these instructions. While in your browser, type in the following URL (website address) and then click **'Create a MEIS Account.'**

<http://meis.mde.state.mi.us/userman/>

If you already have a MEIS account, please skip to slide 18. To confirm whether or not you already have a MEIS account, follow the instructions for Create a MEIS Account. Head Start agencies are already using MEIS to access competitive grant funds, and the Child and Adult Care Food Program.

The screenshot shows the MEIS User Management System interface. At the top, there is a header with the MEIS logo and the text 'MICHIGAN EDUCATION INFORMATION SYSTEM User Management System'. Below this, a blue banner reads 'Welcome to the MEIS User Management System' and 'MEIS Accounts are used to access MEIS web-based applications bearing this logo:'. The main content area has a yellow background with the title 'Questions & Answers regarding MEIS User Management'. It contains two paragraphs: one for new users to 'Create a MEIS Account' and another for existing users to adjust settings. Below these paragraphs are two colored boxes: a pink one for users who 'DO NOT HAVE' an account (with a 'Create a MEIS Account' link) and a green one for users who 'HAVE' an account (with a login form). The login form includes fields for 'Login:' and 'Password:', a 'Login' button, and the MEIS logo. At the bottom, a blue bar contains a link to 'Return to the MEIS Main Menu'.

**MEIS** MICHIGAN EDUCATION INFORMATION SYSTEM  
User Management System

Welcome to the  
MEIS User Management System

MEIS Accounts are used to access MEIS web-based applications bearing this logo:

Questions & Answers regarding MEIS User Management

If you are **new** to the MEIS system, and were asked to obtain an MEIS account, please select the link (below on the left) labeled: **Create a MEIS Account**

If you have already created an MEIS account and would like to adjust your account settings (i.e. change your MEIS password, adjust address info, etc.) please login with the MEIS Login box provided (below on the right).

If you **DO NOT HAVE** an MEIS Account:

To obtain an MEIS account, please select the link below:

**Create a MEIS Account**

If you **HAVE** an MEIS Account, please login:

**MEIS Login**

Login:

Password:

**MEIS** Login

[Return to the MEIS Main Menu](#)



# Create a MEIS Account in Four Easy Steps

After clicking on **'Create a MEIS Account'** enter the first and last name of the user account to be created.

Click the **'Proceed to Step 2'** button and add the basic biographical information.

Click the **'Proceed to Step 3'** button.

**Obtain MEIS Account - Step 1**

MEIS accounts are uniquely generated from the information you provide.

Please be sure to provide the most accurate and complete information possible on the screens that follow so that we can create your personal MEIS account.

Remember that each MEIS account is unique to the individual creating it, and your MEIS account should **NEVER** be shared with anyone.

All access to MEIS applications is logged and periodically audited. MEIS accounts used that violate the acceptable use agreement will be removed.

**Note:** All accounts **MUST** be individual user accounts. Accounts found that appear to be **'generic'** (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with **your** name:

Last Name:

First Name:

**Obtain MEIS Account - Step 2**

Welcome Doe John, please provide us with the following contact information:

**Contact Information**

Note: This information is intended to be used to keep you informed of important notices, events, etc. that relate to the MEIS system.

Please provide us with the best and most detailed information possible. If your contact information should change at a later date, please be sure to visit the MEIS User Management website and update your profile. Thank you.

Email Address :

Phone 1:

Phone 2:

Address 1:

Address 2:

City:

State:

Zip:

ISD Code :  (optional)

District Code :  (optional)

Building Code:  (optional)

# More on MEIS Accounts

Step 3 is used for getting password help.

Step 4 requires the user to verify all the data.

After clicking the **'Create New MEIS Account'** button, a new user account is created.

### Obtain MEIS Account - Step 3

John Doe, please provide us with the following security information:

**Security Information**

Note: This information will be used to verify the identity of callers by MDE helpdesk staff in order to perform maintenance on MEIS accounts, such as password resets.

Please provide us with three Question and Answer pairs that will allow us to verify your identity. Our helpdesk staff will ask these questions to callers to establish their identity.

Please be as specific as possible, and do not choose easily guessed or obtained answers for the questions you provide.

If you do not provide Question and Answer pair(s), our staff will not be able to determine the identity of a caller and will be unable to assist with User Management issues (i.e. profile modifications, password resets, etc.).

*(Examples have been provided for you to use as a guide.)*

Thank-you.

**Question 1**

Q: "Where is my favorite place to vacation?"

A: "Disneyworld."

Question #1:

Answer #1:

**Question 2**

Q: "Who was my favorite college professor?"

A: "Dr. Kathryn Jones."

Question #2:

Answer #2:

**Question 3**

Q: "What community group/charity am I most active with?"

A: "Capital Area Humane Society - (CAHS)"

Question #3:

Answer #3:

Start Over

Proceed to Step 4

### Obtain MEIS Account - Step 4

John Doe, please verify the following new account information:

**Verify Account Information**

Please verify all of the information you have provided us.

Thank-you.

Last Name: Doe

First Name: John

Email Address : jdoe@email.com

Phone 1: 123-123-1234

Phone 2: 234-234-2345

Address 1: 1234 Address Street

Address 2:

City: Anywhere

State: MI

Zip: 12345

ISD Code :

District Code :

Building Code:

Security Question #1: What is the answer to my Question #1?

Security Answer #1: Answer #1

Security Question #2: What is the answer to my Question #2?

Security Answer #2: Answer #2

Security Question #3: What is the answer to my Question #3?

Security Answer #3: Answer #3

Start Over

Create New MEIS Account





# Confirming Your MEIS Account

The final screen will confirm your account.

Hint: Print this page for your records.



Hint: Change your password immediately.

Hint: Keep your MEIS Login Name, MEIS Password and MEIS Account ID # in a safe place.

Warning: Passwords are case-sensitive

Your agency's authorized official needs your MEIS Account ID # (NOT your MEIS login name or password – keep these to yourself). Once your agency's authorized official has entered your MEIS account # into MEGS, you will be able to access MEGS.

Obtain MEIS Account for JohnDoe - Finished

**PLEASE BE SURE TO PRINT  
THIS INFORMATION FOR YOUR RECORDS!**


The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

MEIS Account Info

MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.  
(Use the temporary password provided above to access the system.)



[Set your MEIS Password](#)



# MEGS Security Authorization

The Chief Operating Officer of your agency must complete and submit, to the Michigan Department of Education, a MEGS Security Authorization form. This form assigns a maximum of 2 people to serve as Authorized Officials for your organization. This electronic form and the directions for completion can be found on the following website:

<http://www.mde.state.mi.us/money/>

- Upon receipt of the completed MEGS Security Authorization form, the Michigan Department of Education will process it.
- Once this form has been processed, authorized officials can log into MEGS.
- **Only an authorized official can enter Head Start verification data in MEGS.**



## Michigan Electronic Grant System (MEGS)

### MEGS Security Authorization

District/Recipient Name: \_\_\_\_\_

District/Recipient Code: \_\_\_\_\_

**Step 1.** Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS, including the authority to assign secondary access to the MEGS system within your organization. To submit an alternate, submit a second security authorization.

☐ Primary

☐ Alternate

\*Name (type or print) \_\_\_\_\_

Title \_\_\_\_\_

\*Email address \_\_\_\_\_

\*Phone number w/area code \_\_\_\_\_

\*required fields

**Step 2.** Enter MEIS Account of the Authorized Official:

\*MEIS Account: \_\_\_\_\_

**Step 3.** To verify or create a MEIS Account, go to the following URL: <http://mde.state.mi.us/maeuserm>

3a. To verify an existing MEIS account, log in to MEIS and ensure the account is still valid.

3b. To create a new MEIS account, click on the Create New Account link and follow instructions.

**Step 4.** Authorized Official Acknowledgment:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

☐ Replacement Designee

Signature of Designated Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

**Step 5.** Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.

Name of Organization \_\_\_\_\_

Signature of the Superintendent or Chief Operating Officer \_\_\_\_\_

Once the form is complete, it should be forwarded to MDE: Attn: Mary Ann Chartrand.

Fax Number: (517) 241-0496

Address: Michigan Dept. of Education  
Office of Budget, Contracts and Grants  
P.O. Box 30008  
Lansing, MI 48909



# How Do I Access MEGS?

**An authorized official whose MEGS Security Authorization form has been processed or a user with a valid MEIS account who has been entered into MEGS by his/her authorized official can login to MEGS.**

<http://meis.mde.state.mi.us/megs/>

The first screen gives basic information about the purpose of MEGS and provides a link to the MEGS login screen.

Look here for more information in the future.

Bookmark this page in your web browser. This will allow you to quickly return to this login screen each time you need to access MEGS.



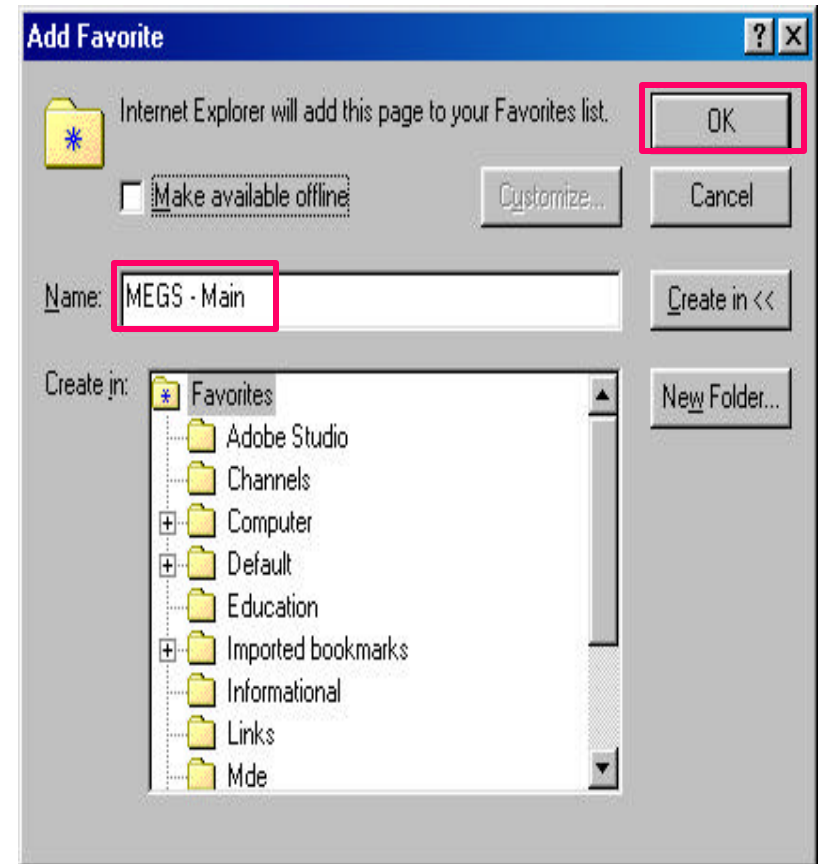
# Bookmarks in Internet Explorer

## To set a bookmark in Internet Explorer:

- Open 'Internet Explorer.'
- On the toolbar click 'Favorites,' then 'Add to Favorites.'
- Notice the Name. →
- Click 'OK.'

## The next time you open Internet Explorer:

- On the toolbar click 'Favorites.'
- Locate 'MEGS – Main' in the list of favorites, then click on it.
- The MEGS login screen should appear.



# Bookmarks in Netscape

## To set a bookmark in Netscape:

- Open Netscape.
- On the toolbar click '**Bookmarks**' then '**Add Bookmark.**'
- Nothing happens on the screen but your bookmark has been saved.

## The next time you open Netscape:

- On the toolbar click '**Bookmarks.**'
- Locate '**MEGS – Main**' in the list of bookmarks and click.
- The MEGS login screen should appear.



# Logging into MEGS

Type in the Login and Password obtained from the MEIS Registration Process to log in to MEGS. (The MEIS Account ID # is NOT used here.)

Click the '**Login**' button.

Remember, the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Hint: When using the Internet, it can take a while for your screen to change after you have clicked a button. Please be patient. Multiple clicking of a button may actually slow the system down.

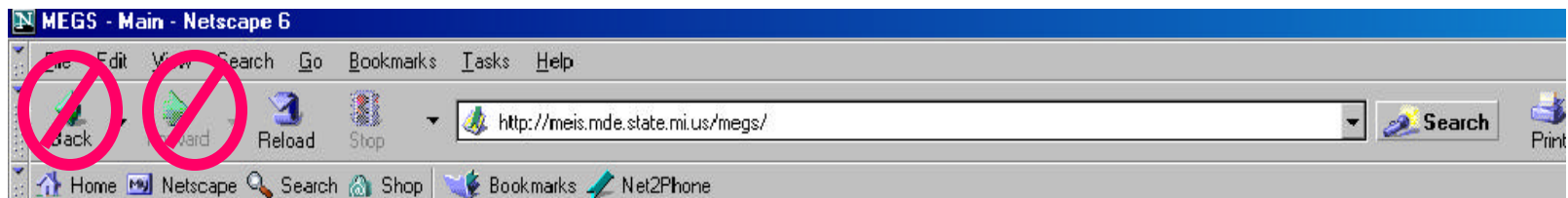
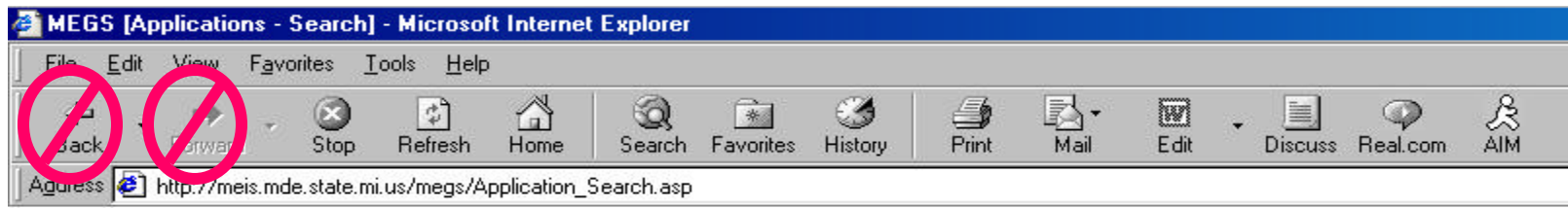
The screenshot shows the MEGS (Michigan Electronic Grants System) login page. At the top left is the Michigan Department of Education logo. Below it is a blue header bar with the text "MEGS: Michigan Electronic Grants System". The main content area has a light blue background. It starts with a welcome message: "Welcome to MEGS, the Michigan Electronic Grants System. This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your MEIS login and password in the text boxes below and click the 'login' button to begin using MEGS." Below this message is a dark blue login box. Inside this box, there are two text input fields: "Login:" and "Password:". Both fields are highlighted with a red rectangular border. Below the password field is a "Login" button, also highlighted with a red rectangular border. At the bottom of the login box, there is a small link: "If you do not have a MEIS account, please visit [http://meis.mde.state.mi.us/securemain](\"#\") to request one." and the MEIS logo.

# Avoid the “Back” and “Forward” Buttons

MEGS is a dynamic, database driven, web application. Content in MEGS changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within the application (see slide 27).

Using the browser's '**back**' and '**forward**' buttons to return to a page is not the same as clicking a link to go to exactly the same page. The back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the '**back**' button the user is not getting the latest information from the website but rather an 'older' saved version of the page.

**Avoid the 'Back' and 'Forward' buttons in order to always see the latest information available.**







# Authorized Officials: Getting Started

From the Main Menu, Head Start Authorized Officials can:

- Enter, edit and save data.
- Add users to MEGS (will probably not be used by Head Start agencies).
- Edit Contact Information.
- This Powerpoint manual provides instructions for entering Head Start verification data. There are separate instructions for editing a CNRA using MEGS. If you are a Head Start grant writer for a CNRA, download those instructions from

<http://www.state.mi.us/mde/off/staa/earlychild/index.htm>



Main Menu | Help

User: Dr. Joshua Scott Tkaczyk

Logout

Welcome, Dr. Joshua Scott Tkaczyk of Agate Head Start, to MEGS.  
As a Authorized official for your agency you can:

## Initiate a Application

Capacity Building

Click [Apply for a New Grant](#)

## Enter Demographic Data

- [Head Start Data](#)

## Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Edit Contact Information](#)



# Maintain MEGS Accounts

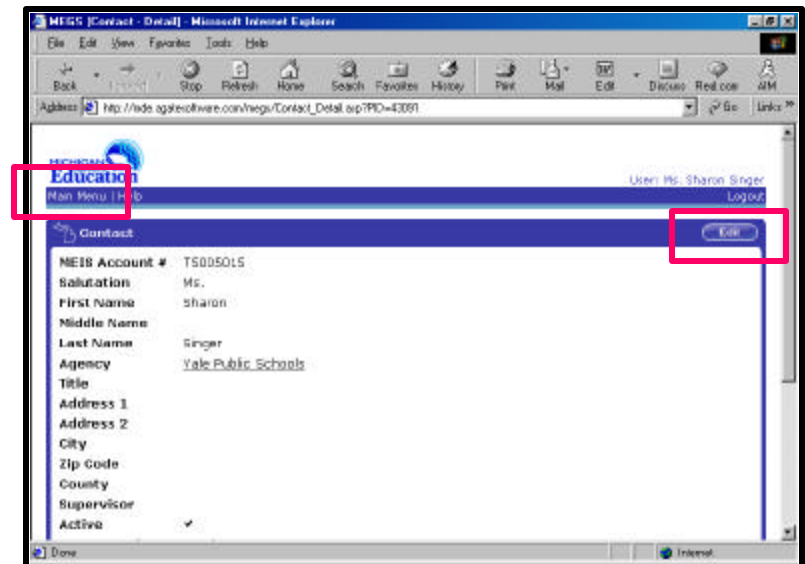
## Edit Contact Information

### Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Edit Contact Information](#)

### To Edit Contact Information:

1. From the Main Menu, click **'Edit Contact Information'** link.
2. A list of names associated with the user's agency is displayed. Each name is a link to a page where contact information and security levels can be edited.
3. To edit the information, click the blue **'Edit'** button at the top of the information.
4. Make appropriate changes and click the blue **'Save'** button. If no changes are to be made at this time, click the **'Cancel'** button to return to the Edit Contact Information page. Then click the **'Main Menu'** link to return to the Main Menu page.





# Head Start Verification Data

To enter Head Start Data:

1. From the Main Menu click '**Head Start Data.**'



Main Menu | Help

User: Dr. Joshua Scott Tkaczyk

Logout

Welcome, Dr. Joshua Scott Tkaczyk of Agate Head Start, to MEGS.  
As a Authorized official for your agency you can:

## Initiate a Application

Capacity Building

Click [Apply for a New Grant](#)

## Enter Demographic Data

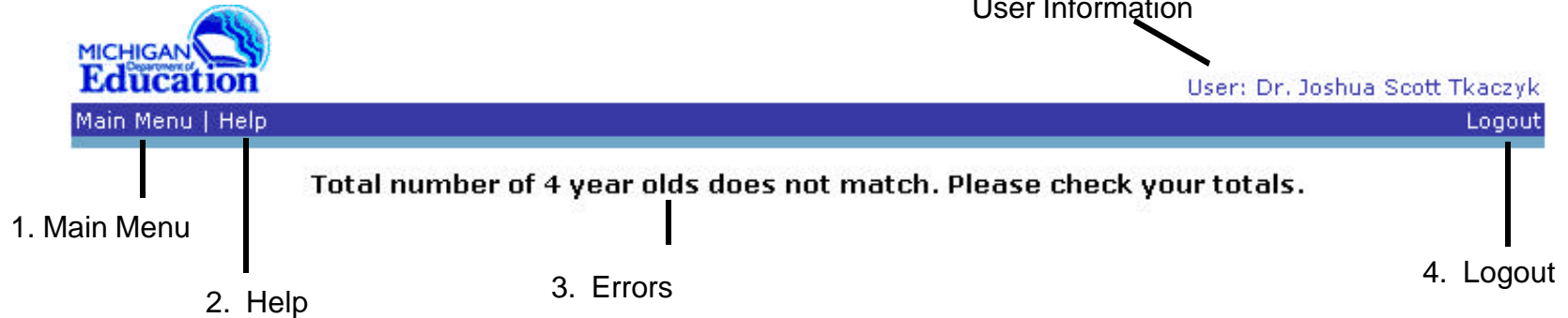
- [Head Start Data](#)

## Maintain MEGS Accounts

- [Add Users to MEGS](#)
- [Edit Contact Information](#)



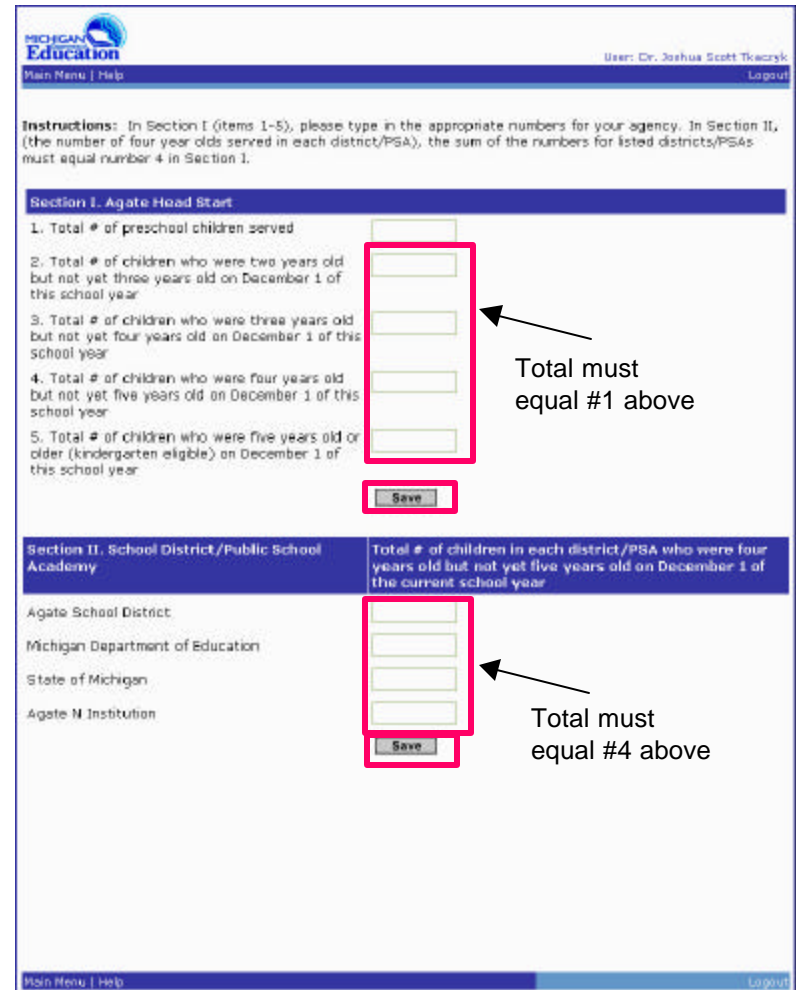
# Header Toolbar



1. **Main Menu** – Allows the user to return to the “start” page.
2. **Help** – This link will take the user to specific help information for each page. This feature is the first line of defense for question or problems that users might encounter.
3. **Errors** – This message displays errors that must be resolved in order to save the Head Start data.
4. **Logout** – This link will log the user out of the application.
5. **Application and User Information** – Displays the current user’s name.

# Entering Data and Error Checking

- Read the instructions at the top of the screen.
- In Section I, report the total number of preschool children served by Head Start, and provide sub-totals of that number by age groups. When Section I has been completed, click '**Save**.'
- In Section II, report by school district/PSA the number of four-year-old children served by Head Start. The total of all the school districts/PSAs should equal the number you entered in Section I item number 4 above. When Section II has been completed, click '**Save**.'
- After you click '**Save**,' errors will appear at the top of the screen just below the MEGS toolbar.
- Errors must be resolved, then re-click both '**Save**' buttons.



The screenshot shows the Michigan Department of Education data entry interface. At the top, there is a header with the Michigan Department of Education logo, a user name 'User: Dr. Joshua Scott Tiscaryk', and a 'Logout' link. Below the header is a navigation bar with 'Main Menu' and 'Help' links. The main content area is divided into two sections: Section I and Section II.

**Section I. Agate Head Start**

Instructions: In Section I (Items 1-5), please type in the appropriate numbers for your agency. In Section II, (the number of four year olds served in each district/PSA), the sum of the numbers for listed districts/PSAs must equal number 4 in Section I.

1. Total # of preschool children served

2. Total # of children who were two years old but not yet three years old on December 1 of this school year

3. Total # of children who were three years old but not yet four years old on December 1 of this school year

4. Total # of children who were four years old but not yet five years old on December 1 of this school year

5. Total # of children who were five years old or older (kindergarten eligible) on December 1 of this school year

A red box highlights the input fields for items 2 through 5. An arrow points to this box with the text: "Total must equal #1 above".

**Section II. School District/Public School Academy**

Total # of children in each district/PSA who were four years old but not yet five years old on December 1 of the current school year

Agate School District

Michigan Department of Education

State of Michigan

Agate N Institution

A red box highlights the input fields for the districts. An arrow points to this box with the text: "Total must equal #4 above".

At the bottom of the form, there are two 'Save' buttons, one for Section I and one for Section II.

# Questions?

**Please** check for answers in this order:

1. Click '**Help**' on the Header Toolbar.  
Each page in MEGS has specific help designed for that page.
2. Questions regarding downloading of computer software and software settings should be referred to the Michigan Department of Education (MDE) Help Desk via e-mail at [help-desk@michigan.gov](mailto:help-desk@michigan.gov) or call the Help Desk at (517) 335-0505.
3. Program-related questions should be referred to an MDE Early Childhood & Parenting Programs' consultant. Consultants can be reached at (517) 373-8483.